

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Protecting Removable Magnetic Media

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C/ISG/PTS/OS				DATE 14 DEC 1987	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	
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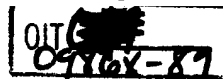
Comments (Number each comment to show from whom to whom. Draw a line across column after each comment.)

requested this memo to explicitly exempt OIT data and communication centers

Existing procedures have been in place in the centers for some time and for the most part appear to be effective for centrally-used media.

cc to each group chief
12/29


STAT

~~SECRET~~OIT/TRIS



LOGGED

14 DEC 1987

MEMORANDUM FOR: Deputy Director of Information Technology

VIA: Deputy Director for Physical and Technical
Security25X1 FROM: 
Chief, Information Security Group
Office of Security

SUBJECT: Protecting Removable Magnetic Media

The  protection of
removable magnetic media is nearing full coordination. The
notice will be circulated Agency-wide once the Deputy Director
for Administration provides his concurrence. The intent of the
notice is to place some level of secure safeguards on the
decentralized widespread use of floppy diskettes and hard-disk
cartridges. Existing procedures for the centralized handling of
magnetic media associated with OIT data and communication
operation centers are not affected 

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